



OPEN EXAMINATION HAZARDOUS SUBSTANCES SCIENTIST DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING: Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

WHO SHOULD APPLY: Persons who meet the "minimum qualifications" as stated below.

NO WRITTEN TEST IS REQUIRED: The entire examination will consist of an oral interview.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <https://forms.spb.ca.gov>. To learn more about the testing arrangements, contact the testing office shown below. The testing office will accept applications at the address below, or applications may be filed in person or by mail with:

Department of Toxic Substances Control
1001 I Street, 21st Floor
P.O. Box 806
Sacramento, CA 95812-0806
(916) 323-2679

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL INTERVIEW: Ordinarily interviews are scheduled in Berkeley, Cypress, Glendale and Sacramento. However, locations of interviews may be changed as conditions warrant.

SALARY RANGE: A \$2875 - \$3455
B \$3493 - \$4208
C \$4419 - \$5336

RANGE A. This range shall apply to persons who do not meet the criteria for payment in Range B or C.

RANGE B. This range shall apply to persons who have satisfactorily completed:

1. One year in the California state service performing the duties of Hazardous Substances Scientist, Range A; or
2. Two years of professional experience in hazardous substances management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery. (Professional experience is defined as experience equivalent to Hazardous Substances Scientist, Range A, gained after meeting the minimum qualifications for entry into the Hazardous Substances Scientist class.)

RANGE C. This range shall apply to persons who have satisfactorily completed:

1. Two years in the California state service performing the duties of a Hazardous Substances Scientist, Range B; or
2. Three years of professional experience in hazardous materials management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery. (Professional experience is defined as experience equivalent to Hazardous Substances Scientist, Range B, gained after meeting the minimum qualifications for entry into the Hazardous Substances Scientist class.)

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: The Hazardous Substances Scientist is the entry, working and journey level in the series. Under close supervision, incumbents assigned to Range A perform less difficult scientific and hazardous substances management work. Incumbents will advance to Ranges B and C as competence and performance increase. Range B is the working level in the series. Under supervision, incumbents perform scientific and toxic program work of average difficulty in connection with hazardous substances management, regulation and compliance. They may act as project managers on projects of the least to average complexity or be assigned staff specialist responsibilities in support of project managers or other technical or programmatic functions. Range C is the full journey level regulatory scientist in the series. Under direction, incumbents perform more difficult work in connection with hazardous waste management, regulation and compliance. They may act as project managers on more complex projects or be assigned technical staff responsibilities in support of project managers or other technical or programmatic functions. This level may also be used in a lead capacity over Environmental Technicians or other Hazardous Substances Scientists.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXPERIENCE: All applicants must meet the education and/or experience requirements in order to compete in this examination. All applicants must include "to" and "from" dates (month/day/year), time base and civil service/position class title. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS: Education: Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with major work (60 units or more) in environmental, biological, chemical, physical or soil science; environmental or public health; or a directly related scientific field.

(Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

**HAZARDOUS SUBSTANCES SCIENTIST
FINAL FILING DATE: CONTINUOUS TESTING
EXAM CODE: 5TWH5**

**BULLETIN RELEASE DATE: January 26, 2005
CLASS CODE: 3564
SCHEMATIC CODE: BH65**

(Additional qualifying experience in hazardous materials management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 60 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.)

EXAMINATION INFORMATION: A candidate may be tested only once during any testing period. The testing periods are January 1 – June 30 and July 1 – December 31. Unsuccessful competitors who do not attain a minimum rating of 70.00% must wait at least 6 months from disqualification before reapplying. Successful competitors establish eligibility for 12 months and are restricted from re-competing during this 12 month eligibility period. This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively; relative to job demands, each competitor's:

A. KNOWLEDGE OF: Basic principles of scientific research; Chemical, biological, physical and environmental science; Chemical and physical characteristics of hazardous materials and their general effect on human health and the environment; Chemical reactions; Effect of hazardous materials and their interactions on the environment and statistical methods of analysis; Principles and procedures of hazardous material management and resource recovery, which may include basic toxicology, hydrology and geology; Water, soil and air quality management and environmental planning; Investigatory methods; Hazardous material management activities and programs in both the public and private sectors; Research and literature on the health effects of hazardous substances used in industry; Methods of transport, storage, recovery, treatment, destruction, disposal and use of hazardous materials; Concepts employed in a variety of disciplines including economics, public health and resource management.

B. ABILITY TO: Collect environmental data; Analyze and evaluate data and reach sound conclusions; Apply scientific methods and principles; Analyze situations and take appropriate actions; Communicate effectively; Establish and maintain cooperative relations with local governments and all persons contacted in the work; Prepare clear, complete and technically accurate reports; Plan, organize and carry out hazardous materials studies or projects; Coordinate the work of others; Make presentations, evaluate scientific data and develop and prepare recommendations based on findings; Be objective and flexible; Meet critical deadlines; Apply or modify complex scientific methods and principles; Understand principles of risk assessments and risk management; Work with professionals from a variety of disciplines within and outside of State Government on complex and changing hazardous substance issues related to the achievement of departmental goals; Read and understand technical research reports on emerging public health issues related to the use of hazardous substances; Assess the impact of proposed legislation and new statutes; Organize materials for public presentation and dissemination; Anticipate and respond to public concerns with tact and sensitivity.

VETERANS PREFERENCE CREDITS: Will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** **CAREER CREDITS:** are not granted in open examinations.

ELIGIBLE LIST INFORMATION: An eligible list will be established for the Department of Toxic Substances Control. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Toxic Substances Control three days prior to the written test date if they have not received their notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Toxic Substances Control three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department of Toxic Substances Control and the State Personnel Board's Web site at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The Department of Toxic Substances Control reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. To find out more about the Department of Toxic Substances Control connect to our Web site at <http://www.dtsc.ca.gov>.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Cypress, Glendale and Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference points in **open entrance and open nonpromotional examinations**. Credit in open examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans' Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-735-2922